

**Commonwealth of Virginia
Department of Human Resource Management**

Incentive Program RFP # OWE22-01

**Addendum # 2
August 19, 2021**

Please sign this form and include as a part of your submission.

X_____

**This addendum addresses all questions received through
Thursday, August 19, 2021.**

1. Is this RFP for an Incentive Program for the CommonHealth State Employees program, CommonHealth The Local Choice program, or both?
Both
2. How many State Employees are there in total, and how many participate in the CommonHealth program today?
COVA - 5-15% participation. At 120,000 that would be 6,000-18,000. At 100,000 that would be 5,000 - 15,000
3. How many CommonHealth The Local Choice employees are there in total, and how many participate in the wellness program?
TLC - 8-12% participation. At 36,000 that would be 2,880 - 4,320.
4. Are annual biometric screenings and/or health assessment part of the existing CommonHealth program components?
No
5. Minimum Requirements #1- Is October 1, 2021 a firm effective date? Would the Commonwealth of Virginia consider a different effective date that would allow for more time to implement the wellness program?
Please specifically outline the timeline needed to build out the application for our needs
6. Minimum Requirement #2- Can you please describe the requested weight management services you require?
N/A for this RFP

7. Section 4.0 A #3- Is the selected vendor required to use the Commonwealth's Points program outlined in the RFP, or can the vendor's Points program be used if the vendor has a Points program (including points by category) within the wellness platform?
We intend to use our point system unless we find the selected vendor's system to be a better fit.
8. Section 4.0 A #3- Can you please provide a description of your Point Value system, including the points per category?
Please review section of RFP document that discusses point value system.
9. Section 4.0 B- Please describe the Commonwealth's current incentive program and how incentives are distributed.
The COV does not have a means of incentivizing employees as of now. Previously, CommonHealth purchased large quantities of one-selected item and the Wellness Consultants distributed them across their territories when implementing programs.
10. Section 4.0 B #2- Please clarify request. Our platform/program is based upon all Commonwealth eligible employee population being loaded and requires eligibility file submissions to update employee counts for hires, terminations, etc.
We do not intend to use/share eligibility files.
11. Section 4.0 E #4- Please provide the branding guidelines.
Branding and logo information will be provided once the contract is awarded.
12. Section 4.0 E #5- Mailing address is a required eligibility file component from the Commonwealth in order to administer program, is this acceptable?
Yes, employees will submit their work location address as mailing address.
13. Section 4.0 F- Our customer service center hours are 8 am EST to 7 pm EST, is this accepted by the Commonwealth?
Yes
14. Section 5.0 B- Our platform requires the Commonwealth to submit an eligibility file including these required fields: First Name, Last Name, Date of Birth, Address, Gender, and Relationship to Subscriber. Is this acceptable to the Commonwealth?
No it is not. The COVA is not collecting PPI other than first and last name.
15. Section 6.0 A- Please clarify subsidization of membership fee. Will all state agencies be eligible for the Wellness platform? Our platform pricing is based upon total eligible employees and is setup for single billing to the Commonwealth.
All state employees will have the opportunity to utilize this wellness platform, however, it is anticipated that not all eligible employees will enroll or participate.

16. Section 7.0 B- Our platform is digital and app based and does not include regular physical mailings, and corresponds with employees primarily through digital communications. If additional mailings are required, please include frequency and count information.
Physical mailings would need to exist for the mailing of redeemable rewards. When an employee earns a reward the item needs to be shipped.
17. Evaluation and Award Criteria SWAM points- what percentage of spend is required to receive the full 20 points?
Vendor must be a registered with DSBSD at the time of submission to receive the full 20 points.
18. Section 9.0 A- Is the listed 42% in the RFP a requirement or a goal? Would you accept a different percentage?
The goal of COVA is that more than 42% of its purchases be made from small businesses.
19. Section 9.0 A- Would the Commonwealth non-platform expenses such as screenings by Virginia approved vendors as part of this solicitation to meet SWAM goal?
Yes
20. We do not currently have access to a Fax Machine due to our offices being closed, can we provide the State our W-9 via email?
Yes